

Program & Fiscal Monitoring of the 2012-2013  
Regional Assistance Grant (RAG)  
Program and Financial Documents & Artifacts for Review

- **Supporting program artifacts, documents and data that each project should be prepared to provide to MDE for future desk and on-site monitoring of the 2012-2013 RAG grant:**

**Required:**

- Instructional Learning Cycle Documents
- Source document data which supports achievement of goals and objectives of Work Plans.
- ISD and School Team meeting documentation: agendas, minutes, sign-in sheets and materials related to RAG grant planning and process meetings.
- Training and Professional Development documentation: copies of all training, professional development (PD) funded by RAG, including: sign-in sheets, agendas and materials, Power Points from workshops, workshop written materials and hand-outs.
- Quarterly Reports: summary documentation of work performed by project staff which supports the project work plans.

**Requested Supporting Documents:**

- # of staff participating and # of staff hours required for completion of work,
- data collection plan,
- data analysis work,
- staff/stakeholder survey results,
- lesson study team notes/minutes,
- protocols for reviewing formative assessments, curriculum pacing guides, etc.,
- changes in student achievement data and reports,
- Revised School Improved Plan,
- staffing logs & school schedules, if relevant,
- documentation of superintendent and administrator "walkthroughs."

- **Supporting financial artifacts, documents and data that each project should be prepared to provide to MDE for desk and on-site monitoring of the 2012-2013 RAG grant:**

**Required:**

The following items, at minimum, should be available for review during the MDE monitoring visit. (These items will encompass all of the Examples of Evidence as noted in the RAG Fiscal Monitoring document):

- Board minutes documenting approval of budgets, amendments, and contracts
- Personnel information
  - List of RAG assigned personnel
  - Job descriptions
  - Copies of contracts for ISD RAG contractual staff
  - ISD employed staff time and time sheets
  - Building staff time and time sheets, if charged to the grant
  - all contracts
  - Coaches' time sheets
  - Semi-annual certifications
  - Personnel Activity Reports (PARS)
  - Time and attendance records
  - Documentation of stipends paid to substitute teachers
  - Staff/coach/contractor activity reports of work performed
  - Payroll Distribution Report and all payroll records
  - Invoices and payment for contracted consultants (cancelled checks and bank statements)
- Evidence of all expenditures charged to the grant
- ISD policy and procedures on internal control, including
  - Payables
  - Monitoring of expenditures to ensure payments do not exceed budget, and that payments to contracted staff do not exceed contract awards
- ISD purchasing policy and procedures
  - District detail budget report
  - Purchase orders, contracts, invoices, etc. available on site
  - Bids for goods and services
  - Evaluation of bids, contracts, and/or awards
  - Request for Proposals, if applicable
  - Proof of advertisements (method of dissemination or posting, and length of posting)

- o Evidence that the ISD has checked the federal List of Suspended Parties to ensure that proposed vendors, or sub-grantees, are not suspended or debarred prior to the awarding of contacts or sub-grants
- o Evaluation documentation
- o Documentation of Board approval of awards and contract, if required by policy/procedures
- o Contracts with terms and conditions, if applicable
- o Documentation of purchase of supplies and materials for staff and teacher use, etc.
- o Professional fees for PD, development and associated expenses, e.g. travel, lodging for presenters
- o Expenses, e.g. stipends, payment to staff, travel, lodging for school staff to enable participation in PD
- Cash Management
  - o Documentation that supports CMS requests for funds
- Inventory of Assets/Supplies/Materials/Equipment
- Inventory of supplies, materials or equipment purchased with RAG funds by school, building and room location, if applicable

See also the document, *MDE Indicators Of Fiscal Compliance For On-Site Monitoring And Review*.